

ACCOUNT CLERK

DISTINGUISHING FEATURES

The fundamental reason the Account Clerk exists is to perform a wide variety of basic accounting duties for one or more City programs. This classification is not supervisory. Work is performed under close supervision by the Payables Manager. The Account Clerk is distinguished from the Sr. Account Clerk by the latter performing more responsible and technical accounting work.

ESSENTIAL FUNCTIONS

Operates a PC or terminal or cash register and a variety of standard office machines, copiers, phones and related equipment.

Opens, sorts and distributes mail; visually verifies and reviews materials for the highest level of quality.

Verifies approvals and adequacy of written supporting documentation; assigning vendor numbers; utilizes system tables and codes effectively;

Batch, key and verify all purchase orders, check requisitions, and authorized employee payroll changes; distribute checks and reports; reconciles cash register tapes & prepares bank deposits; prepares documents for off-site storage; organizes and maintains on-site files.

Demonstrates respect for the customer; answers written and oral requests for routine information, responds to complaints and requests for information related to assigned area(s) of responsibility.

Seeks out innovative ways to streamline and improve paper flow processes.

Supports other staff members and is a team player by helping out other personnel with their job duties. Listens and communicates effectively with all those encountered in the course of work.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles and practices of bookkeeping.
Computerized financial systems.

Ability to:

Effectively communicate verbally and in writing on the phone and in person.

Prepare routine reports and statements manually and on the computer.

Accurately compute mathematical figures.

Operate a variety of standard office equipment including a personal computer and a variety of computer software, copy and facsimile machines, telephone, and 10-key calculator that require continuous and repetitive arm or hand and eye movement.

Manually pull records, distribute information or input data using continuous and repetitive hand/eye movement.

Lift and carry storage files and computer reports weighing up to 20 pounds.

Organize, prioritize, and follow through on all word assignments and to support the team effort approach in meeting all goals and objectives.

Deal effectively and courteously with the public and to mentally analyze and verbally explain administrative guidelines or policies to the public.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training and experience equivalent to six months to two years bookkeeping experience.

FLSA Status: Non-exempt

HR Ordinance Status: Classified